

16 FEB 1956

MEMORANDUM FOR: CIA Career Council

THROUGH : Head of Intelligence Production Career Service

SUBJECT : Report on Individual Career Development Planning Program

REFERENCE : Memorandum from Executive Secretary, CIA Career Council  
dated 9 February - same subject.

1. OSI/CSB has conducted numerous discussions and has given considerable time and thought to the individual career planning program for this Office.

2. The Office of Scientific Intelligence has taken the following steps toward the establishment of an individual career planning program:

a. The Office policy for the initiation of individual career plans has been established as indicated in paragraph d of TAB A, the approved draft of the OSI Fitness Report regulation. This policy will go into effect as soon as the Handbooks on the Fitness Reports are received and supervisors are instructed in the use of the new form.

b. The regulation requires that a memorandum outlining the individual's career development be attached to the initial and annual Fitness Report on all employees. This memorandum will be placed in the individual's Office Personnel Folder and will be reviewed by the OSI/CSB during the semi-annual review of individuals in the zone of consideration for promotion. The memorandum will also be reviewed by the supervisor and discussed with the individual each year when the annual Fitness Report is prepared and revisions will be made as appropriate.

c. The length of time covered in the plan depends on many factors, i.e., the potential of the individual, length of training courses planned, whether rotation overseas or attendance at Defense Schools is contemplated or an individual's career plan may be limited to his present assignment for the foreseeable future.

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d. As an aid to the establishment of an effective and practical career development program, OSI has in final form an OSI Training Handbook designed to assist supervisors and analysts in the selection of training courses.

e. Since it is recognized that rotation to other components in the Agency is limited for a large number of OSI scientific and technical specialists who are not and, do not aspire to be administrators, various types of assignments in other components which might provide an opportunity for qualified individuals to broaden their experience and become better intelligence officers are being compiled to be used by supervisors as appropriate.

3. In order to carry out its mission, OSI must employ a large number of individuals whose education and previous experience qualifies them for the higher grades (GS-12 - GS-15). Since over a number of years, the opportunity for promotions are thereby limited, other means of compensation for the individual must be devised. This is being given careful consideration by the Board.

4. Statistical data are attached at TAB B.

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Acting Assistant Director  
Scientific Intelligence

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